

**ELECTRICIAN
HELPER
WG-2805-05**

**OPERATIONS
WORKCENTER**

I. POSITION AND ORGANIZATION INFORMATION**Position:**

Electrician Helper, WG-2805-05

Purpose of position:

The primary purpose of this job is to assist journey level electricians in installing, repairing, and maintaining various electrical systems, controls, and equipment.

Organization:

Operations Work Center, Mainenance Div.

Organization goals:

The purpose of this branch is to provide emergency and scheduled maintenance and repair services.

II. MAJOR DUTIES**B. Duty (Critical):**

Assists electricians by performing the simpler and more routine duties of the electrical trade and working with the journey level electricians as instructed. Prepares or gathers all necessary tools and equipment for project or assignment. Prepares worksite (e.g., sets up scaffold, ladders, stands, etc.). Covers work areas with protective materials to prevent damage from soil, grease, or stain marks. Assists in the removal, repair, and installation of electrical components and wiring. Lifts and carries tools, equipment, and electrical supplies. Hands tools to journey level electricians, as required. Preheats soldering irons. Drills holes in wood or concrete. Installs anchors and straps for conduit. Makes connections on simple switches and receptacles. Replaces defective lamps and fuses. (20%)

Tasks:

1. Prepares worksite and gathers necessary tools and equipment.
2. Assists electricians by supplying appropriate tools, equipment, and work materials.
3. Performs simple and routine tasks of the electrical trade.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6

C. Duty (Critical):

Under close supervision, learns to perform the more advanced work of the electrical trade as a means of developing trade skills and gaining knowledge of the trade. Learns to read and use work orders, blueprints, schematics, sketches, manufacturers' catalogs, and repair manuals. Learns to use electrical tools and equipment to complete tasks. Learns to maintain and repair installed electrical systems such as lighting fixtures and wiring, power fixtures and wiring, power sources, and fire alarms systems. Learns to

service battery packs for emergency power systems. As training progresses, less supervision is required. (20%)

Tasks:

1. Accomplishes work accurately and in accordance with instructions provided by higher grade employee.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6

D. Duty (Critical):

Uses and accounts for all tools and equipment, such as screwdrivers, pliers, wire cutters, strippers, drills, soldering irons, and manual or power conduit benders and threaders. Picks up all tools and equipment after completion of project or assignment. Cleans, oils, and greases all tools and equipment. Returns to designated compartments, racks, bins, carts, lockers, etc. Sweeps, dusts, and removes trash to keep work area clean and orderly. (20%)

Tasks:

1. Uses all types of hand and/or power tools and equipment required to accomplish duties.
2. Maintains tools, equipment, and work area.
3. Accounts for all tools and equipment.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6

E. Duty (Critical):

Performs shop support work. Working with a journey level electrician as instructed, prepares record of actions taken on work order requests, preventive maintenance schedules, written instructions, etc., and obtains required coordination and signatures. Requisitions replacement parts, materials, and supplies. Receives supplies and equipment. Validates stock numbers, quantity, and nomenclature on associated paperwork. Notifies supervisor of discrepancies. Stores supplies and equipment in proper bin or rack according to nomenclature, size, and available space. (20%)

Tasks:

1. Completes record of action taken and assures documentation is properly signed and coordinated.
2. Requisitions, receives, validates, and stores supplies and equipment in accordance with instructions.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6

F. Duty (Critical):

Utilizes safety practices and procedures following established safety rules and regulations to maintain a safe and clean work environment. Uses and

assures proper fit of required safety equipment and clothing. (20%)

Tasks:

1. Operates equipment in a safe manner, applying established safety rules and regulations to minimize minor violations and to avoid major violations due to employee error or negligence.
2. Observes all safety warnings and instructions.
3. Informs the supervisor, journey level, or higher grade employee of accidents and/or damages to supplies or equipment or of any observed unsafe practices in accordance with established policies and procedures.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6

III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)**A. Selected Staffing KSAs:**

1. Ability to follow directions and work closely with others.
2. Ability to follow safety regulations and procedures.
3. Ability to learn technical practices in order to select tools and carry out the electrical work assigned.
4. Ability to learn to use and maintain hand tools such as pliers, wirecutters, strippers, drills, soldering irons, and manual or power conduit benders and threaders.
5. Ability to learn to read and use electrical drawings and wiring diagrams.
6. Ability to learn to requisition, receive, and store tools, equipment, and supplies.

B. Basic Training Competencies:

1. Ability to follow directions and work closely with others.
2. Ability to follow safety regulations and procedures.
3. Ability to learn technical practices in order to select tools and carry out the electrical work assigned.
4. Ability to learn to use and maintain hand tools such as pliers, wirecutters, strippers, drills, soldering irons, and manual or power conduit benders and threaders.
5. Ability to learn to read and use electrical drawings and wiring diagrams.
6. Ability to learn to requisition, receive, and store tools, equipment, and supplies.

IV. CLASSIFICATION FACTORS**Factor 1. Knowledge**

1. -- Basic knowledge of electrical trade practices.
- Ability to learn electrical principles, components, and assemblies to

assist higher grade workers.

-- Ability to use common hand tools and portable power tools associated with the electrical trade.

-- Ability to perform specific tasks in support of higher level work in compliance with specific instructions.

Factor 2. Responsibility

Receives continuous supervision from the supervisor or a journey level electrician, who gives detailed instructions on new assignments and closely reviews work in progress and upon completion. Supervisor or an experienced electrician is readily available to resolve problems or answer questions. Simple, routine tasks are performed without close supervision after they are learned.

Factor 3. Physical Effort

Makes repairs from work stands and other hard-to-reach places. Must stand, stoop, bend, kneel, climb, stretch, and work in tiring and uncomfortable positions. Frequently lifts parts and equipment that weigh up to 20 pounds. Occasionally lifts items that weigh over 40 pounds with assistance from other workers.

Factor 4. Working Conditions

Works both inside and outside, sometimes in bad weather and in areas that are noisy, dirty, dusty, and greasy. May work on scaffolding or cranes at heights of 30 or more feet, or in close quarters such as manholes or attics. Subject to electric shock, cuts, and bruises. May be exposed to temperature extremes in test facilities, extremely high noise levels, and exposure to lead, radiation, chemicals, or carcinogens.

V. CLASSIFICATION SUMMARY

In this position:

Duty B. 20% WG-2805-05 Electrician Helper
Assists Electricians

Duty C. 20% WG-2805-05 Electrician Helper
Performs Advanced Work

Duty D. 20% WG-2805-05 Electrician Helper
Uses Tools

Duty E. 20% WG-2805-05 Electrician Helper
Performs Shop Work

Duty F. 20% WG-2805-05 Electrician Helper
Utilizes Safety Practices

OPM Job Grading Standard for Trades Helper Jobs, TS-3 dated November 1968 and
OPM Job Grading Standard for Electrician, WG-2805, TS-55 dated June 1989.

Remarks: The JGS for Trades Helper Jobs describes two types of jobs. This job is developed for use when employees will perform tasks as a means of developing trade skills and gaining knowledge of the trade to move to intermediate and journey levels. This job is not a part of a formal apprentice program and is not targeted to a higher grade. The Helper in this job is assigned to a journey level worker who works with and instructs the employee in performing duties common to the trade. Advancement depends upon selection for higher grade job.

Note: This job is established to develop trade skills and gain knowledge of the trade. If your job requires performance of WG-05 level tasks on a continuing basis, and is not intended to be developmental in nature, Duty B should be removed.

Grade: WG-05